

**Date: -**      /      /     

To,

The Faculty I/c (Academic)  
National Institute of Technology, Kurukshetra-136119

**Sub: Request for Dispatching Provisional Degree Certificate, DMC of Final Semester and Character Certificate.**

Sir,

\_\_\_\_\_, Roll No. \_\_\_\_\_

B.Tech./M.Tech. /MBA/MCA \_\_\_\_\_ Specialization/Branch \_\_\_\_\_

request you to dispatch my Provisional Degree Certificate (PDC), Final Semester DMC and Character Certificate(CC) at the following Address. I have enclosed No Dues Certificate duly signed and stamped by the authorities, my address and photo-id proof with this application:

**Address (Capital Letters)**

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Pin Code \_\_\_\_\_

Mobile No. \_\_\_\_\_

I have also deposited the requisite fee of **Rs. 150/-** (anywhere in India) & **Rs. 1000/-** (outside India) towards postage and handling charges (to be paid in SBI Account of Director, NIT Kurukshetra at SBI NIT Kurukshetra Branch through SBI Collect facility) (Payment Proof Attached).

I understand that the responsibility of any damage/theft/being lost to the Provisional Degree Certificate(PDC), Final Semester DMC and Character Certificate shall be mine.

Thanking You,

Yours faithfully,

Dated: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Roll No. \_\_\_\_\_

Roll No. \_\_\_\_\_ Department/School/Branch \_\_\_\_\_

To

Student Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Address:-

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Pin Code

Mobile No.

Email ID. \_\_\_\_\_

(The student must write his/her postal address as per address proof in capital letters)

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**

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**NO DUES CERTIFICATE**

Name of the Student \_\_\_\_\_, Roll No. \_\_\_\_\_

Semester \_\_\_\_\_, Branch/Specialization \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Student

**Nothing Due is pending against the above mentioned student**

1. HOD/Co-ordinator \_\_\_\_\_
2. Workshop Superintendent \_\_\_\_\_
3. Prof. I/c (Clubs) \_\_\_\_\_
4. Prof. I/c (NCC) \_\_\_\_\_
5. Warden, Hostel No. ( ) \_\_\_\_\_
6. Prof. I/c (Sports) \_\_\_\_\_
7. Prof. I/c (CCN) \_\_\_\_\_
8. Faculty I/c (T&P) Cell \_\_\_\_\_
9. Librarian \_\_\_\_\_
10. Assistant Registrar (Accounts) \_\_\_\_\_

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The student is requested to submit the "No dues Certificate" in the office of the Dean (Academic) by speed post, in-person or through email on [academic@nitkkr.ac.in](mailto:academic@nitkkr.ac.in) email id. The student must keep one photocopy of the same with him/her for future reference.